**ANNUAL MEETING**

**ELECTION COMMITTEE - COUNTERS**

Date: Saturday, 10/21/17 Time: 8:45am – end of day

Location: ‘Iolani school People Needed: 8

**STOP – BREATH – DO NOT RUSH**

 Accuracy is more important than speed!

A PRAYER TO GATHER/FOR FOCUS/FOR GUIDANCE

FIND A PARTNER; SELECT A TEAM NUMBER (1, 2, 3 or 4), SELECT A WORK TABLE

WHEN YOU COUNT, **COUNT SILENTLY**, PLEASE!

BEFORE BALLOT BUNDLES ARE DELIVERED:

 • CHECK YOUR SUPPLIES (Already on each table)

 • Diocesan Ballot Tally Sheets - 3 copies (should be 4 or 5 sets)

 - Worksheet

 - Final, to be signed by appropriate counters & Election chair

 - “Just in case” copy

 • General Convention Deputy Ballot Tally Sheets

* 2 worksheets

 • Pens & Pencils

 • “Sticky” finger stuff

 • Ziploc bags, gallon size, for each set of counted ballots w/tally sheet

 • FINAL QUORUM REPORT FROM CREDENTIALS COMMITTEE:

 • **CLERGY QUORUM = \_\_\_\_\_\_\_\_\_**: **TOTAL CLERGY PRESENT: \_\_\_\_\_\_\_\_\_**

 • **LAY QUORUM = \_\_\_\_\_\_\_\_\_**: **TOTAL LAY DELEGATES PRESENT: \_\_\_\_\_\_\_\_**

\*\*We must have a quorum of both clergy & lay delegates in order to have a valid vote.

 The total ballot bundles received should equal the Total of Clergy & Lay delegates present; if more

 or less, we have an invalid vote.

**TOTAL QUORUM = \_\_\_\_\_\_: TOTAL CLERGY/LAY DELEGATES: \_\_\_\_\_\_\_\_\_\_\_**

**ELECTION PROCESS – PAGE 2**

**THERE WILL BE TWO (2) BALLOT BUNDLES: ONE (1) FOR GENERAL CONVENTION DEPUTIES AND ONE (1) FOR DIOCESAN ELECTIONS**

THE **GENERAL CONVENTION DEPUTIES’ BALLOT BUNDLES** WILL BE DELIVERED SEPARATELY AND FIRST; THE BUNDLE WILL INCLUDE A BALLOT FOR THE LAY DEPUTIES AND A BALLOT FOR THE CLERGY DEPUTIES. NOTE, THERE WILL PROBABLY BE 3 BALLOTS FOR THIS ELECTION, THE 2ND & 3RD BALLOTS WILL BE DELIVERED, ACCORDINGLY, AFTER THE RESULTS OF THE 1ST AND 2ND BALLOTS HAVE BEEN ANNOUNCED:

 • UPON RECEIPT, **DO NOT UNDO BALLOT BUNDLES.**

 • TEAM 1 – DIVIDE BUNDLES INTO 4 PILES.

 • EACH TEAM TAKE A BUNDLE & COUNT THE NUMBER YOU HAVE; REPEAT & CONFIRM THE NUMBER OF BALLOT BUNDLES RECEIVED.

 • HEAD COUNTER - DETERMINE THE TOTAL NUMBER OF BUNDLES; IF THE TOTAL EXCEEDS THE TOTAL REGISTERED NUMBER OF DELEGATES, NOTIFY THE ELECTION CHAIR IMMEDIATELY.

• TEAMS, SEPARATE YOUR BUNDLES, LOOKING FOR DUPLICATES, BLANK OR ILLEGAL BALLOTS (DISFIGURED, DOODLED ON, MARKED INCORRECTLY); PUT IN SEPARATE PILES; MAKE SURE THAT THE TOTALS EQUAL YOUR ORIGINAL TOTALS.

• ON EACH TEAM, ONE MEMBER WILL CALL OUT THE NAMES ON EACH BALLOT RECEIVING **“X”s** … **THIS IS THE ONLY ACCEPTABLE MARK.**

 • WHEN DONE, INITIAL TALLY SHEET (BOTH OF YOU) AND PASS TO ANOTHER TEAM FOR COUNTING. EACH TEAM SHOULD COUNT 2 DIFFERENT SUB BUNDLES.

 • WHEN ALL BALLOTS HAVE BEEN COUNTED TWICE, HEAD COUNTER - COMPLETE THE FINAL TALLY SHEET, ALL SHOULD INITIAL & HEAD COUNTER MUST SIGN.

 • MAKE 3 COPIES OF THE FINAL TALLY SHEET & DELIVER TO ELECTION CHAIR; PLACE ALL BALLOTS W/TALLY SHEETS IN ZIPLOK BAG & LABEL.

THIS PROCESS WILL BE REPEATED FOR BALLOTS 2 & 3.

**ELECTION PROCESS – PAGE 3**

THE **DIOCESAN BALLOT BUNDLES** WILL BE DELIVERED APPROXIMATELY 30 MINUTES AFTER THE GC BALLOT BUNDLES **– DO NOT** TOUCH THESE BALLOTS UNTIL THE GC TALLY SHEET IS DELIVERED TO THE CHAIR AND THOSE BALLOTS ARE BAGGED**.**

 **• DO NOT UNDO BALLOT BUNDLES**

**• COUNT BUNDLES;** HEAD COUNTER - DETERMINE THE TOTAL NUMBER OF BUNDLES; **IF THE TOTAL EXCEEDS THE TOTAL REGISTERED NUMBER OF DELEGATES, NOTIFY THE ELECTION CHAIR IMMEDIATELY.**

 • ALL COUNTERS, DIVIDE BUNDLES UP AND CHECK THAT EACH BUNDLE HAS ALL BALLOTS,

 **A-1 to I-1.** Each ballot should be a different color. If there are duplicates, please pen a line through the ballot and remove.

 • ALL COUNTERS, UNDO BUNDLES & SEPARATE BY BALLOT/COLOR, PILING THEM ON THEIR

 APPROPRIATE COLOR TALLY SHEET.

 • BY TEAMS: COUNT EACH BALLOT & MAKE SURE THE NUMBER EQUALS OR IS LESS THAN THE TOTAL CLERGY/LAY DELEGATES REPORTED.

**ANY DEVIATIONS MUST BE REPORTED TO THE ELECTION COMMITTEE CHAIR WHO WILL DETERMINE IF RE-BALLOTING IS NEEDED.**

**COUNT:**

• BY TEAM: COUNT, CONFIRM COUNT, COMPLETING 1 TALLY SHEET,

 SIGN TALLY SHEET. PASS BALLOTS, WITH TALLY SHEET TO TABLE WITH MATCHING

 BALLOT.

 • CONTINUE THIS PROCESS UNTIL **ALL** BALLOTS HAVE BEEN COUNTED, CONFIRMED &

 SIGNED BY **TWO** TEAMS.

 • WHEN A BALLOT HAS BEEN COUNTED, CONFIRMED & SIGNED BY TWO TEAMS, GIVE TO

 HEAD COUNTER TO COMPLETE & SIGN FINAL TALLY SHEET, APPROPRIATE COUNTERS

 ALSO SIGN

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THREE (3) COPIES SHOULD BE MADE OF THE FINAL TALLY SHEET.

 • ONE (1) COPY SHOULD BE PLACED IN A ZIPLOC BAG WITH THE

 CORRESPONDING BALLOTS.

 • THE ORIGINAL & TWO (2) COPIES SHOULD BE STAPLED & GIVEN TO THE

 ELECTION CHAIR FOR DELIVERY TO THE HEAD TABLE.

**ELECTION PROCESS – PAGE 4**

**NOTES:**

 • IF YOU HAVE ANY QUESTIONS, PLEASE, PLEASE ASK THEM!!

 • **ONLY THE COUNTING COMMITTEE IS ALLOWED IN THE COUNTING ROOM AFTER**

 **THE BALLOTS ARE DELIVERED & UNTIL ALL VOTING & COUNTING HAVE BEEN**

 **COMPLETED**.

 • IF WE HAVE TO COUNT THROUGH LUNCH, LUNCH WILL BE DELIVERED TO OR PUT ASIDE FOR US.

 • **DO NOT** TEXT, TWEET, WHATEVER, **ANY RESULTS** OF THE VOTING UNTIL THEY HAVE

 BEEN ANNOUNCED BY THE HEAD TABLE.

 • WE MAY BE ASKED TO COUNT EXTRA BALLOTS; WE MUST WAIT UNTIL WE GET “THE

 WORD” THAT ALL VOTING HAS BEEN COMPLETED.

 • WHEN WE GET “THE WORD” PLEASE HELP RETURN ALL SUPPLIES, EQUIPMENT TO THE

 BOXES. PICK & TOSS ALL RUBBISH & RETURN THE ROOM TO ITS ORIGINAL

 CONFIGURATION (IF NEEDED).

• MAKE SURE THE BOX WITH THE ZIPLOC BAGS OF COUNTED BALLOTS & TALLY SHEETS IS

 SECURE.

• CHECK THAT NO PERSONAL BELONGINGS HAVE BEEN LEFT BEHIND.